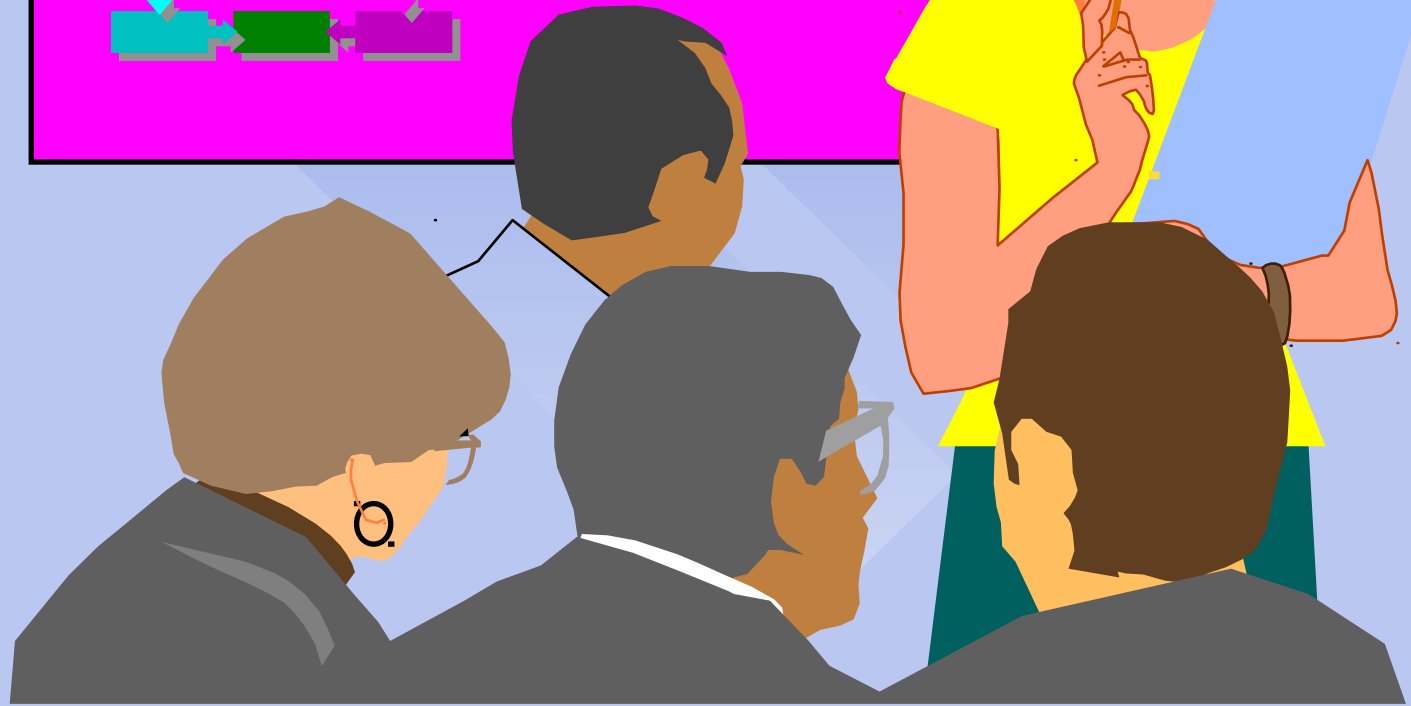
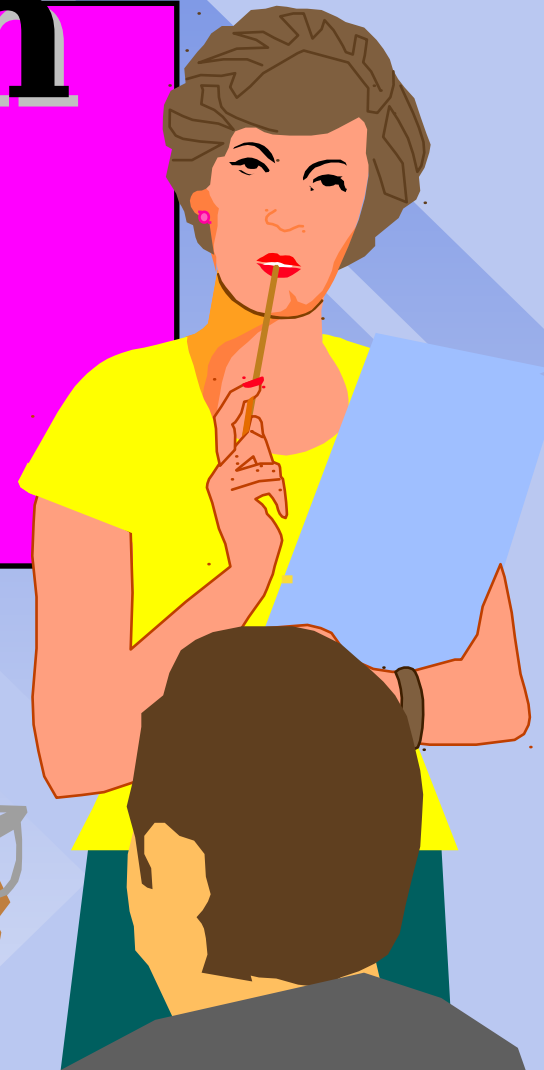
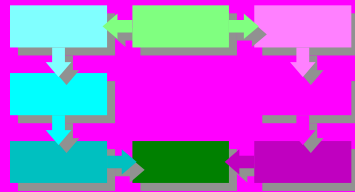


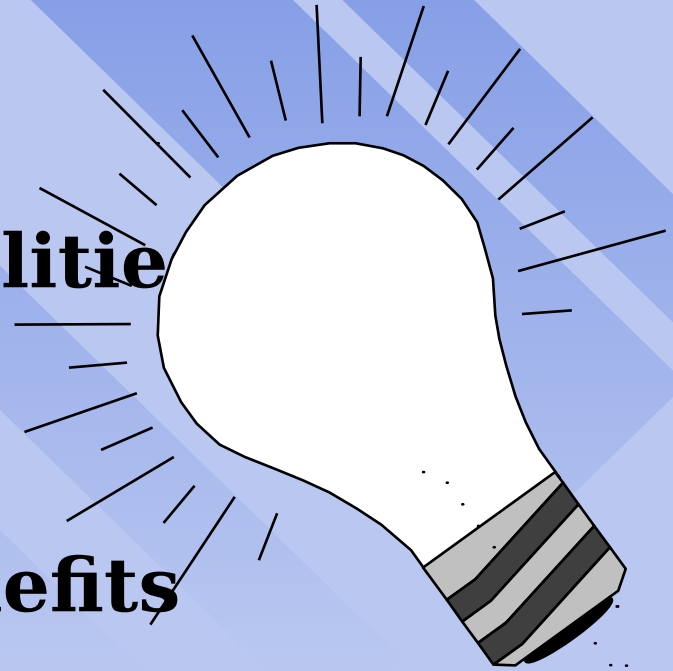
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Training and Employee Development

- Reasons for training**
- Supervisory responsibilities**
- Assistance**
- The training cycle**
- Educational Leave Benefits**
- Sources of Training**
- Documentation- DD Form 1556**



Reasons for Training

- Mission or program change
- New technology
- New work assignment
- Improve present performance
- Develop unavailable skills
- Trade/craft apprenticeship
- Orientation



Supervisory Responsibilities

- Planning of Training Requirements**
- Discuss Needs with Employees - Develop Individual Development Plans as needed**
- Establish Training Objectives**
- Determination of Priority**
- Identification of Needs to the CPO - Annual Survey and Out-Of-Cycle Requirements**
- Evaluate Effect of Training on Employees and Mission Accomplishment.**

Employee Development Specialist (EDS)

- Analyzing problems**
- Securing resources**
- Establishing objectives**
- Evaluation techniques**



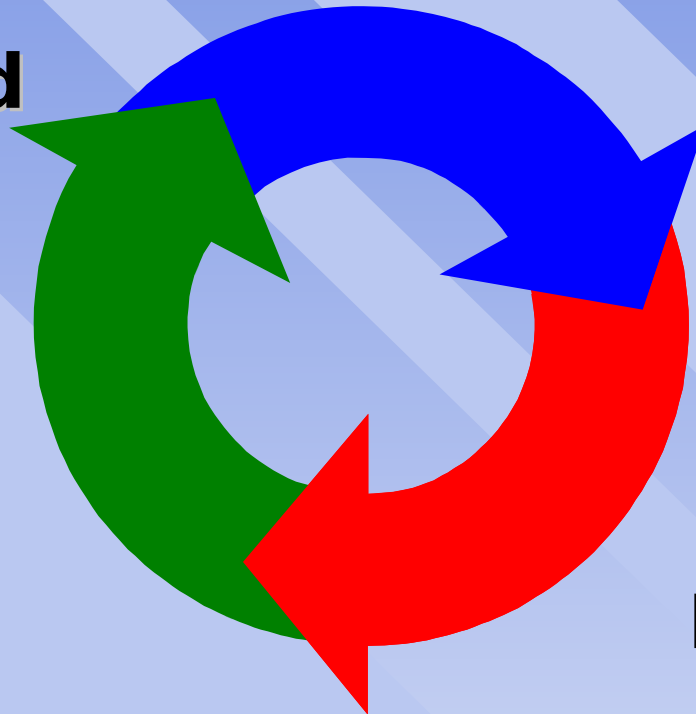
Training Cycle

**Determine
Training Need**

**Plan to Meet
The Need**

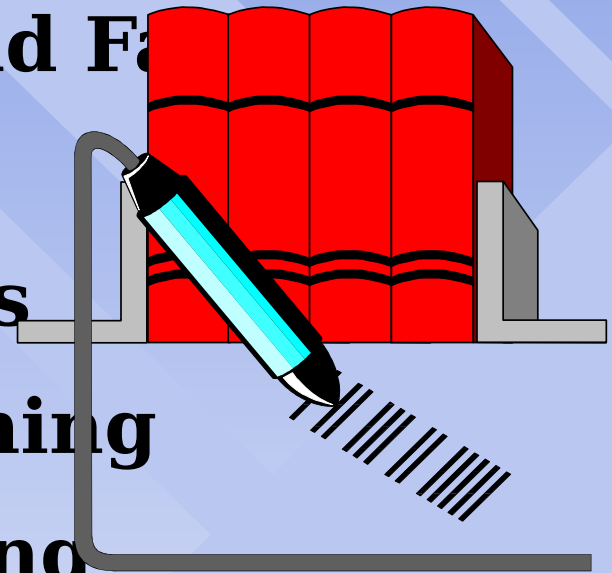
**Conduct
Training And
Development**

**Evaluate
Results**



Sources of Training And Development

- The Supervisor and Immediate Organization
- Base-level Resources and Facilities
- Other Air Force Sources
- DoD Sources & Facilities
- Other Government Training
- Non-Government Training



EDUCATIONAL LEAVE

“Bildungsfreistellung”



- German Law since April 1993
- 10 days within 2 years
- Absence from work with pay
- Apply 6 weeks prior to course begin
- Courses approved by Ministry of Education